



Certification/Endorsement Support Documents for Educators

Requirements for the Adult and Community Education Director Certificate (066)

Please see below for the requirements to qualify for both a conditional and/or professional certificate. Please note that the endorsement code is 066, which will be used throughout the application process. If you believe you qualify for either a conditional or professional certificate, please submit an initial application through our online MEIS system.

Three-year conditional certificate requirements include:

- (1) Section A

Five-year professional certificate requirements include completion of sections below:

- (1) Section A
- (2) Section B
- (3) Section C
- (4) Section D Part I OR Part II
- (5) Section E

NOTE: The number in () indicates the number of semester hours required.
SECTION A:
1. Bachelor's degree conferred
2. One year of satisfactory public or private teaching experience or one year of equivalent teaching experience in an instructional setting that includes a minimum of 1000 teaching hours
3. Background check approval (CHRC) – based on fingerprints
SECTION B:
1. Adult Literacy
2. Adult Career Development
3. Adult Education, Philosophy and Theory
SECTION C:
1. Federal and Maine Civil Rights and Education Laws (3)
2. Special Education Law (3)
SECTION D Part I:
1. School Finance and Budget
2. Supervision and Evaluation of Personnel
3. Organizational Theory and Planning

4. Community Relations
5. Educational Leadership
6. Instruction Leadership
7. Curriculum Development
8. Cultural Differences
9. Ethical Decision Making
SECTION D Part II:
School Leader Licensure Assessment: Test 6990 Score 151
SECTION E:
Approved internship for an adult and community education director
1. Completion of a graduate level state-approved adult and community education director administrator internship program (minimum of fifteen weeks)
2. Completion of one school year as a certified assistant adult and community education director or a certified adult and community education director out-of-state
3. Completion of a mentorship plan for an adult and community education director approved by the Maine Certification Office, with duration of the plan being a minimum of one school year.
SECTION F:
Teaching exceptional students in the regular classroom (3)

Special Condition: Evaluation of staff is not permitted until the holder meets the supervision and evaluation requirement.

Helpful Tips:

- For fingerprint information please visit: <https://www.maine.gov/doe/cert/fingerprinting>
- To register for a PRAXIS exam please visit www.ets.org/praxis/me/requirements.
- Qualified courses must be 100 level or higher from a four-year accredited college offering a bachelor's degree. To get pre-approval for a course to fulfill a requirement, please email title of course and course description to cert.doe@maine.gov